

# 3

AQIM Handbook

## Air Passenger Baggage

### *Introduction*

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#### Background

The arrival of international passengers by air has increased significantly in the past decade. The various agricultural items that air passengers can potentially carry is staggering. These items can pose a significant pest and exotic disease risk to agriculture in the United States.

The pathway “Air Passenger Baggage” encompasses all aspects of baggage movement into the United States by way of various aircraft (passenger, charter, corporate, private, etc.). AQIM randomly samples air passenger baggage to determine this pathway’s potential threat to agriculture.

Each work location will randomly sample air passenger baggage arriving at that location. The data collected from the random sampling will help to answer the following questions:

1. What is the threat of agricultural pests approaching the work location?
2. How effective is the AQI program at managing this threat?

The origin and destination of the passenger is important to determine risk levels. Just as important is whether the baggage carried by the passenger carries an agriculture pest.

While each work location will have differing rates of quantity of passengers, the same criteria for sampling will apply to all work locations. Through consistent random sampling a depiction of the pest threat of air passenger baggage movement will emerge. Combined data from all work locations will help determine the pest risk for baggage carried by the universe of air passengers.

Monitoring of air passenger baggage is an ongoing function and is an integral part of the AQI program. The ongoing sampling of air passenger baggage will allow work locations to adjust their selection criteria for the present and the future. Monitoring helps measure how well PPQ accomplishes its mission of pest and exotic disease exclusion.

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## Pathway Monitoring Maintenance

Port managers and local AQIM coordinators are responsible for ensuring that monitoring activities are being performed properly. To help with reviewing the status of monitoring activities, refer to **Appendix L—Pathway Monitoring Maintenance**. This appendix contains a checklist of questions port managers and local AQIM coordinators should periodically answer to ensure proper monitoring of each designated pathway at their work stations. See **Figure L-1**. The questions review the following topics:

- ◆ Random sampling
- ◆ Proportional sampling
- ◆ Adequate sampling
- ◆ Accurate and complete data
- ◆ Working risk committees
- ◆ Local support

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## Air Passenger Baggage Worksheet

There is one worksheet for recording information gathered from your inspection of air passenger baggage for the purpose of AQIM. Two worksheets are printed on the following page so you can remove, photocopy, and reuse them. They are also available on disk; contact your local AQIM coordinator. The form is also available as a fillable form; go to:

[http://www.aphis.usda.gov/ppq/manuals/pdf\\_files/AQIM\\_in\\_PDF/Air\\_Passenger\\_Baggage.pdf](http://www.aphis.usda.gov/ppq/manuals/pdf_files/AQIM_in_PDF/Air_Passenger_Baggage.pdf)

AIR PASSENGER BAGGAGE - AQI Monitoring Form - FY 03

Workunit: \_\_\_\_\_ Terminal: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

A) Airline: \_\_\_\_\_ B) Flight Number: \_\_\_\_\_ C) Arrived From Airport: \_\_\_\_\_ D) Time: \_\_\_\_\_ E) Pax Origin: \_\_\_\_\_  
(use 3 letter code)

F) Pax CITY/State Destination: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ G) Number of Pax: \_\_\_\_\_ H) Number of Pax Trips Past Year \_\_\_\_\_

I) US Citizen: ☐ Yes ☐ No J) US Resident: ☐ Yes ☐ No K) How Agr. Ques. on Custom DEC Marked (For plant and/or animal products): ☐ Yes ☐ No ☐ Not Checked

L) Reason for Travel: ☐ Business ☐ Tourist ☐ Uniformed Crew ☐ Visit Family ☐ Visit Friends ☐ Military ☐ Other Inspected By: \_\_\_\_\_  
(Check one)

M) HAVE BEEN ON A Farm or Ranch/Near Livestock?: ☐ Yes ☐ No N) Going to a Farm or Ranch? ☐ Yes ☐ No O) Any Item(s) of Agricultural Interest? ☐ Yes ☐ No

\*\*\*\*\*>Civil Penalty Issued: ☐ No ☐ Yes

List Item	Amount	Declared No Yes	Action Taken*	Type Luggage Found In: **	Hand Carried or Checked***	Pest Pres No Yes	Contaminant No Yes	Pest Number	Pest Identification or Contaminant
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____

A) Airline: \_\_\_\_\_ B) Flight Number: \_\_\_\_\_ C) Arrived From Airport: \_\_\_\_\_ D) Time: \_\_\_\_\_ E) Pax Origin: \_\_\_\_\_  
(use 3 letter code)

F) Pax CITY/State Destination: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ G) Number of Pax: \_\_\_\_\_ H) Number of Pax Trips Past Year \_\_\_\_\_

I) US Citizen: ☐ Yes ☐ No J) US Resident: ☐ Yes ☐ No K) How Agr. Ques. on Custom DEC Marked (For plant and/or animal products): ☐ Yes ☐ No ☐ Not Checked

L) Reason for Travel: ☐ Business ☐ Tourist ☐ Uniformed Crew ☐ Visit Family ☐ Visit Friends ☐ Military ☐ Other Inspected By: \_\_\_\_\_  
(Check one)

M) HAVE BEEN ON A Farm or Ranch/Near Livestock?: ☐ Yes ☐ No N) Going to a Farm or Ranch? ☐ Yes ☐ No O) Any Item(s) of Agricultural Interest? ☐ Yes ☐ No

\*\*\*\*\*>Civil Penalty Issued: ☐ No ☐ Yes

List Item	Amount	Declared No Yes	Action Taken*	Type Luggage Found In: **	Hand Carried or Checked***	Pest Pres No Yes	Contaminant No Yes	Pest Number	Pest Identification or Contaminant
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____
_____	_____	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____	<input type="checkbox"/> HC <input type="checkbox"/> CKD	<input type="checkbox"/> N <input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Y	_____	_____

\*Action Taken: S - Seized CT - Clean/Treatment IR - Inspect and Release \*\*\*HC = Euggage Hand Carried on aircraft  
\*\*Type Luggage Found In: 1 - Suitcase 3 - Hand Carry Bag 5 - Cardboard Box CKD = Luggage Checked with airline (pit baggage)  
2 - Duffel Bag 4 - Backpack 6 - Cooler

# **INSTRUCTIONS: AIR PASSENGER BAGGAGE AQI MONITORING FORM-FY 03**

10/01/2002

1. **Record the Work unit, Terminal and Date of the inspection.**
2. **Data fields A through O must be filled in for a completed monitoring record even if no agriculture item(s) are found.**
3. **All QMIs found need to undergo 100% inspection for pests. All pest types and quantities found on QMIs must be recorded on pest interception form(s). Also record "NONE" if no pests were found. See Pest Interception # explanation below.**

**A) AIRLINE:** Record the carrier NAME (using the standardized two or three letter designation).

**B) FLIGHT NUMBER:** Record the flight NUMBER.

**C) ARRIVED FROM CITY/AIRPORT:** Record foreign airport/city that passenger(s) plane ARRIVED from. Use standard 3 letter codes.

**D) TIME:** Record, in military time, the time of day the inspection began.

**E) PAX ORIGIN:** Record the country of origin where the passenger began the trip to the US port of entry. Spell out the country name.

**F) PAX CITY/ STATE DESTINATION:** Record the passenger's US state of destination. If in transit to foreign country, indicate "in transit" (IT). Use 2 Letter code for STATE.

**G) NUMBER OF PAX:** Record the number of passenger(s) indicated on the declaration card.

**H) NUMBER OF PAX TRIPS PAST YEAR:** Record number of foreign air trips (to US, or from & return to US) passenger(s) has taken in the past year from date of AQIM inspection. If this is first trip, record "0."

**I) US CITIZEN:** Check the US citizen status of the person that signed the Custom's Declaration Form.

**J) US RESIDENT:** Check the resident status of the person that signed the Custom's Declaration Form.

**K) How Ag Ques. on USCS DEC Checked:** Check the appropriate response to indicate how the passenger's written declaration was indicated on the US Customs Declaration.

**INSPECTED BY:** Print name or badge number of person responsible for inspection of passenger(s) selected. This data is for local office use, it is not recorded in the monitoring database.

**L) REASON FOR TRAVEL:** Check the appropriate response. If more than one response is appropriate, select only the **primary purpose**. For example, if the person is traveling on business and plans to extend the trip for a vacation, the primary purpose is 'business.' Record all airline personnel in uniform, whether or not working on the flight, as 'uniform crew' rather than 'business.'

**M) HAVE BEEN ON FARM OR RANCH/NEAR LIVESTOCK?:** Record if passenger(s) were on farm (whether animal or crop farm) or near livestock within the last 30 days while in a foreign country.

**N) GOING TO A FARM OR RANCH?:** Record if passenger(s) are going to a farm environment (whether animal or crop farm) within the next 30 days. This question provides risk related information on plant and animal products destined to agricultural areas.

**O) ANY ITEM(S) OF AGRICULTURAL INTEREST?:** Check whether the passenger has an item of agriculture interest. Agriculture interest is defined as items (such as plants, plant products, meat or animal products, shoes, ...etc.) that require PPQ's attention for purposes of regulation, inspection for pests, seizure, cleaning, verifying paperwork...etc. IF YES, then **COMPLETE THE SECTION BELOW THE STARRED LINE.**

**LIST ITEM:** Record the name of each item of agricultural interest found during the inspection. List one item per line, beginning with item seized then items cleaned or treated and finally items inspected and released. If there are more than four items indicate the number of additional items on the fourth line and the appropriate action. For example, list orange, ham, mango, and 2 additional items.

**AMOUNT:** Weight data is important as a standard for risk analysis. Most items can be recorded as a weight. **Indicate the weight in kilograms.** Obtain or accurately estimate weight of items (apple, orange, etc.) whenever possible. **For plant items (flowers, etc) record number of stems or pieces. For items not practical for obtaining weight (shoes, trophies, etc.),** record quantity of these as pieces.

**DECLARED:** Check the appropriate response to indicate if item was officially declared to PPQ.

**ACTION TAKEN:** Record the appropriate response using codes found on the bottom of the data form.

**TYPE LUGGAGE FOUND IN:** Record the appropriate response using codes found on the bottom of the data form.

**HAND CARRIED OR CHECKED:** Check appropriate response using HC or CKD, see bottom of data form.

**PEST PRES(ENT):** Check correct response to indicate if a pest was found. Record Reportable or Actionable pests, if status not known yet, make sure to update record.

**CONTAMINANT PRESENT:** Record if items were contaminated or not. If Yes, record the contaminant name.

**PEST NUMBER:** Record NONE if no pests found on/in/with item. If pest found, send all pests intercepted to identifier personnel for identification. Mark the interception "PROMPT: AQI MONITORING". Record Reportable or Actionable pests only. Make sure to update record with interception number(s). This may need to be done at a later time or by local identification personnel.

**PEST IDENTIFICATION OR CONTAMINANT:** Record the official id for all reportable/actionable pests or list the contaminant.

**CIVIL PENALTY ISSUED:** Record if a civil penalty was issued or not.

# Air Passenger Baggage

## *Data Collection and Maintenance*

### Epi Info User Guide For Data Entry– Air Passenger Baggage



When first using Epi Info, thoroughly read the user guide to become familiar with entering data into each of the fields

#### General Instructions

At completion of **each data entry session** make a back up of data records file, AQIAIM.REC, to a computer disk. See [Appendix G](#) for procedures for backing up monitoring data.

1. Press [**CAPS LOCK**] (to ensure typing capital letters).
2. Be sure to start at C:\ prompt. Epi Info is a DOS program.
3. Change to the Epi Info directory. Type: **CD EPI6**, then Press [**ENTER**].
4. Start Epi Info program. Type: **EPI6**, then Press [**ENTER**].
5. Wait several seconds, the Main Menu will appear with the word Program highlighted.
6. Press [**P**] (to list Program menu).
7. Press [**N**] (to choose ENTER from Program menu).
8. Cursor should be in space below phrase "Data file (.REC)".
9. Type in the space the cursor is in: **AQIAIM**.
10. Press [**ENTER**] **3** times (to load files for data entry).
11. Data entry screen for Air Passenger should appear.

#### Help Statements

Read the following help statements before entering data:

- ◆ Each data entry screen represents only one monitoring inspection. After correct data entry is made and saved, this becomes a record for that one inspection.
- ◆ Some data fields will automatically advance the cursor after entering data, some require pressing the enter key to advance the cursor after entering data.
- ◆ Data entry messages and valid data values for each data field appear at the bottom of the screen or by pressing [**F9**].

- ◆ **DO NOT PRESS [F6] to delete a record.** Despite the screen label, this does not delete the record, it only places an asterisk on the Epi info record number. Epi Info will ignore records with an asterisk when doing analysis commands. To eliminate the unwanted records from the data file type over the unwanted record with a new record.
- ◆ If an error is made and the cursor has left the data field, use the Up (↑) and Down (↓) arrow keys to move from field to field in order to change or correct data fields already entered.

### Entering Data

Read the following as you enter data to become familiar with each of the fields.

**Workunit & WU Code**—With the first record, you will need to complete these data fields. Place cursor in Workunit field. Press [F9] to open window of work unit names. Choose the correct work unit name. **For each record thereafter**, these fields will repeat the work unit, terminal, and work unit code from the previous record. You should not have to enter data in these fields. These fields are automatically filled in, if not contact your local AQIM coordinator.

**Rec Num**—Do not enter data in this field. This field is automatically filled in. THIS FIELD WILL SERVE AS THE “OFFICIAL” PERMANENT RECORD NUMBER. DO NOT USE THE NUMBER LOCATED IN THE LOWER RIGHT HAND CORNER OF THE SCREEN TO IDENTIFY A RECORD.

**Terminal**—Enter the correct terminal name. Keep the terminal name spelling consistent.

**Date**—Enter the date of inspection in MM/DD/YYYY format.

**Day Week**—Press F9 to select day of the week.

**A) Airline**—Enter the airline name using the standardized two or three letter designation for the airline. Do not add spaces in the codes.

**B) Flight Num**—Enter the flight number. Do not use preceding zeros as fillers for unused number slots.

**C) Arrived From Airport/City**—Enter the 3-letter code of the foreign airport/city that passenger(s) plane arrived from.

**D) Time**—Enter time of day the inspection began, use military time.

**E) Pax Origin**—Press [F9] to open window of country names. Type the first and second letters of the country name in order to scroll down the list faster. Use Up (↑) and Down (↓) arrow keys to highlight the country name. Press [ENTER] to select it. The country of origin recorded on the data form is that where the passenger began the trip to the U.S. port of entry.

**Origin Code**—Do not enter data in this field. This code is entered automatically. Press [ENTER] to advance the cursor and automatically fill in the data fields Reg Code and World Region.

**Reg Code**—Do not enter data in this field. This code is entered automatically.

**World Region**—Do not enter data in this field. This code is entered automatically.

**F) State Destination**—Press [F9] to select the state destination. Then, type in the city. (Be consistent with spelling).

**G) Num Pax**—Enter number of passengers recorded on the data form. Press [ENTER] to advance to next data field.

**H) Pax Trips**—Enter number of foreign air trips passenger(s) has taken during the past year. If this is the first trip, enter '0'.

**I) U.S. Citizen**—Enter response recorded on the data form.

**J) U.S. Resident**—Enter response recorded on the data form.

**K) How is Agricultural Question on Custom Declaration marked (For plant and animal products)**—Choose either [N] (no) or [Y] (yes), or not checked if custom declaration question was answered.

**L) Reason for Travel**—Press [F9] to open window of travel reasons. Note that refugees would be considered Humanitarian Service. Use Up (↑) and Down (↓) arrow keys to highlight correct choice. Press [ENTER] to select the appropriate travel reason.

**M) Have been on a Farm or Ranch**—Choose either [N] (no) or [Y] (yes) if passenger has been on a farm or ranch.

**N) Going To a Farm or Ranch**—Press either [N] (no) or [Y] (yes) response from the data form on whether passenger is going to a farm environment within the next 30 days.

**O) Items(s) of Agr Interest?**—Press either [N] (no) or [Y] (yes):

- ◆ If Y: cursor will proceed to the next data field.
- ◆ If N: then cursor will jump to the bottom of the screen asking the question: “Write data to disk (Y/N/<Esc>)?” If data entry is correct and complete, press [Y] to this question and data screen will renew for next record entry.

**Item**—Press [F9] to open window of valid item names. Type the first and second letter of the item name in order to scroll down the list faster. Use Up (↑) and Down (↓) arrow keys to highlight correct item. Press [ENTER] to select the item.

**ICode**—Do not enter data in this field. This code is entered automatically. Press [ENTER] to advance the cursor and automatically fill in the data field QMIType.

**QMIType**—Do not enter data in this field. This code is entered automatically.

**ItmAmnt**—**Indicate the weight in kilograms.** Obtain or **accurately estimate** weight of items (apple, orange, etc.) whenever possible. **(1 LB is approximately .5 KGS, 3.5 ounces=.1 KGS.) For plant items (flowers, etc.) record number of stems or pieces. For items not practical for obtaining weight (shoes, trophies, etc.),** record the quantities of these that correspond to the “U” (unit field).

**U(Unit of Measure)**—Press: F9 to open window of unit values. Use Up (↑) and Down (↓) arrow keys to highlight the unit value. Press [ENTER] to select it.

**Declared**—Enter response recorded on the data form.

**Action**—Enter action by either typing the response or pressing [F9] to open window of valid actions. Use the Up (↑) and Down (↓) arrow keys to highlight correct action. Press [ENTER] to select the action.

**Type Found In**—Enter luggage type by either typing the response or pressing F9 to open window of valid luggage types. Use Up (↑) and Down (↓) arrow keys to highlight correct type. Press [ENTER] to select the luggage type.

**HC/CKD**—Enter response from the data form. The response is either HC for hand carried or CKD for checked.

**Pest Present**—Press either [N] (no) or [Y] (yes) response recorded on the data form for reportable or actionable pests. If status not known yet, make sure to update the record.



**Contaminant**—Press either [N] (no) or [Y] (yes) to indicate if a contaminant was present with the item that is listed.

**Pest Intercep. Num.**—System will automatically enter NONE (for no pest found). Enter the pest interception number if assigned at your work location. This number may be assigned later or by another office. **IF PEST INTERCEPTION NUMBER IS GOING TO BE ASSIGNED BY ANOTHER OFFICE, THEN ENTER THE LETTERS “TBA” (To Be Assigned).** When TBA is used, be sure to note the permanent record number in the upper right corner of screen so updating can be done.

**Pest ID/Contaminant**—System will automatically enter NONE (for no pest found). Enter either the name of the contaminant or the taxonomic name of the pest found. Be sure to update this record with the pest name, if necessary.

**Civil Penalty**—Choose either [N] (no) or [Y] (yes) for civil penalty. This field may be left blank.

**Continue—**

- ◆ Type [Y] if additional items ARE to be entered. Press [ENTER] to leave field and continue on. (Cursor jumps down to next Item field. You can enter up to four items in a record, i.e., ITEM01, ITEM02, ITEM03.)
- ◆ Type [N] if no other items are to be entered in this record. Cursor will jump to the prompt, “Write data to disk (Y/N/<Esc>)?”

**Write data to disk (Y/N/<Esc>)?**—

- ◆ Press [Y] if data entry is complete for this record. Record will be saved to the record's file.
- ◆ Press [N] if you wish to make changes or corrections to the record field. After making changes or corrections remember to return the cursor to the last Continue field that was N. Press [ENTER] to return to the prompt "Write data to disk (Y/N/<Esc>)?" Press: **Y** to complete record.

**MO**—Do not enter data in this field. This field is filled in automatically with the numeric value of the month. This field is used for analysis purposes.

**ANACTREQ**—Do not enter data in this field. This field is filled in automatically. This field is used for analysis purposes.

**TOTAL SEIZED**—Do not enter data in this field. This field is filled in automatically. This field is used for analysis purposes.

### When finished with data entry—

12. Press [**F10**] to return to the main start up screen.
13. Press [**F10**] again to leave Epi Info and return to regular computer screen.



After **each data entry session**, make a back up of the data records file, AQIAIM.REC, to a computer disk. See [Appendix G](#) for backup instructions.

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## Data Accuracy Checks and Data Corrections

This section outlines the basic procedures to check on data accuracy, correct data, and begin basic data analysis. It is important to perform these procedures on a REGULAR basis to ensure data quality.



Do not start this correction/analysis mode until you have read the entire section, especially the last part that requires creating a new file BEFORE leaving the analysis mode

### Before Starting

Before starting the Epi Info software, copy your working Epi Info records file to the back up disk before correcting data. See [Appendix G](#) for procedures for backing up monitoring data.

### To Start Corrections

1. Enter Epi Info, and  
At the first Epi Info screen, select the **Program** menu.
2. Under the Program menu, select **Analysis**.  
You should have an EPI6> prompt at the bottom of the analysis screen.

### Read

3. To choose the file you would like to work with, Type **READ**, and Press [**ENTER**] once.
4. A list of files should appear.  
Select the appropriate \*.REC file from the list by highlighting it, and Press [**ENTER**].
5. The cursor will appear at the EPI6> prompt again.

### Commands

To check on data accuracy, use the following commands:

- ◆ BROWSE

- ◆ FREQ
- ◆ IF THEN

**BROWSE**—To BROWSE the file of records:

6. Press [F4]. Browsing allows you to look at the records in the file you have selected.



The order of records in browse is the order they were entered.

7. While there, check for any duplicate records (records with the same date and same time). Also check for any deleted records. Deleted records will show an asterisk and usually a different shade of color. See “Delete Records” on [page-3-12](#) to work with records that have an asterisk.

**FREQ (Frequency)**—Start by performing frequencies on each data field.

1. Press [F2] (to get your list of commands).
2. Choose **FREQ**, then
3. Press [F3] for a list of variables you can perform frequencies on. **Choose only one variable at a time.** Some of the variables you should start with are:
  - ❖ WORKUNIT
  - ❖ WUCODE
  - ❖ DATE
  - ❖ AIRLINE
  - ❖ PAXORIGIN
  - ❖ PEST NUM
  - ❖ PESTNUM01
  - ❖ PESTNUM02
  - ❖ PESTNUM03

When you perform your first FREQ command, check the total number of records from the FREQ command statement against the total number of records at the very top of the page (listed after Dataset: and the file name). If they are different totals it is because the deleted records are not included in the analysis.

When you perform a frequency on a data field (i.e.,: FREQ AIRLINE) and find misspellings in this field, an **IF THEN** statement can be used to correct the mistakes.

**IF THEN Statements**—If then statements are used to correct common errors found.



If you use IF THEN statements to make corrections, be sure to do the **save changes** steps after all IF THEN changes are made. Review the steps for saving changes beginning on [page-3-13](#). None of the IF THEN changes you make will be saved unless you save the changes

To correct the spelling of an AIRLINE (should be AA, not SS).

At the analysis prompt EPI6>, type: **IF FLIGHT= “SS” THEN FLIGHT= “AA”**, and Press [ENTER].

**NOTE:** A generic statement example would be:

IF VARIABLE= “what you want to change,” THEN VARIABLE= “what to change it to.”

**TABLE 3-11: : Example of How to Correct Spelling**

Check your changes by performing the frequency command again. Go to [page-3-10](#) for the steps to run the frequency command. If the corrections were made, the mistakes will not be listed this time.



Hint

Once a command is used, it is quickly and easily accessed again by using the Up (!) arrow key to correct several related misspellings without retyping the entire IF THEN statement.

## Delete Records



Important

There is a difference between the permanent record number and the Epi Info record number. The permanent record number is found in the upper right corner of the data entry screen at the data field named Rec Num. (In the analysis mode it is also named RECNUM.) The Epi Info record number is found at the lower right of the data entry screen at Rec=.

During data entry, pressing [F6] will cause Epi Info to place an asterisk on that Epi Info record number. People mistakenly believe that the record is deleted. **The record is not deleted from the data file.** (Epi Info analysis commands (such as FREQ) will ignore all records that have an asterisk.)

- ◆ Deleted records will have an **asterisk** in front of the record number (when viewing records either via the data entry screen or analysis - BROWSE mode). Write down the record number of the records with asterisks.
- ◆ Check the paper forms for the records to verify that they are deleted, or if they are records that should not be deleted.

### Delete/Undelete Records (Update)

1. If the record needs an asterisk added or removed to be deleted or undeleted, type **UPDATE** at the analysis prompt EPI6>, and  
  
Press **[ENTER]**. This puts you in the Update mode with a screen similar to Browse.
2. Use the Page Up and Down keys to get to the record number you need.
3. Use the Up (↑) or Down (↓) arrow keys to highlight the record you want to change.
4. Press **[F6]** to delete or undelete records.
5. When moving from updated record to another, the computer will ask you if you would like to save it to a disk. Indicate YES if the change you made was correct. It will save the changes to the file.
6. When you are finished, Press **[F10]** to go back to the analysis command screen.

### Save Changes

If you used **only** the UPDATE command (described above) to make corrections to records with asterisks, then you **DO NOT** need to do the following steps.

If you used IF THEN statements at any time to make corrections, NONE OF THE CHANGES YOU HAVE MADE WILL BE SAVED UNLESS **YOU DO** THE FOLLOWING STEPS:

7. **If the changes were made to your current AQIAIM.REC file:**

At the analysis prompt, type **ROUTE AIMNEW.REC** to route the corrected records to a file to make the changes permanent.

“New” is added in the filename to show which file you are referring to and the latest version of that file.

8. At the analysis prompt, type **WRITE RECFILE /NOECHO**, and  
  
Press **[ENTER]**.

This actually writes the new data file. Be patient, this process may take some time.

9. Check to make sure all of the changes were made to the new file by reading the new file, browsing it, and doing several **FREQ** commands on the corrected data fields.

**ONCE ALL CHANGES ARE MADE**—Leave the Epi Info program and go to the **C:\EPI6>** prompt.

1. **If the changes were made to your current AQIAIM.REC file,** then YOU MUST:

At the **C:\EPI6>** prompt, delete the original record file. Type **DEL AQIAIM.REC** (This will delete the file and it will no longer be accessible.)

2. Rename the new file with the corrected records to the original file name. At the **C:\EPI6>** prompt, type **RENAME AIMNEW.REC AQIAIM.REC**

The Epi Info file is now available for more data entry and other analysis procedures.

---

## Merging Similar Files

Data entry of monitoring records may take place at several sites throughout a work location. This section outlines the necessary steps to merge these various work site files into one work location file for analysis and distribution to Riverdale, Maryland.

**\*\* THIS SECTION ASSUMES THAT YOU WANT TO MERGE A DATA FILE ON A DISK WITH A MAIN DATA FILE ON YOUR COMPUTER HARD DRIVE. \*\***

Before merging files, be sure to do a backup of your MAIN Epi Info data records file (AQIAIM.REC) onto a disk if you have not done it recently. (Backups should be completed at the end of every data input session! Refer to [Appendix G](#) for procedures for backing up data in Epi Info.)

### Prepare For The Merge Process

1. Press [**CAPS LOCK**].
2. Start at a **C:\ >** prompt.
3. Change to the Epi Info directory by typing **CD\EPI6**, and Press [**ENTER**]

Computer prompt should appear as: **C:\EPI6>** (This assumes Epi Info is loaded on the C: drive.)

4. Insert the disk that has an Epi Info file on it to be merged into an original file on the computer drive. This step assumes you already have an original AQIAIM.REC file on the computer to merge the second file with.



If your 3.5 disk drive is B, then substitute B where A appears in the following directions

Type **DIR A:**, and Press **[ENTER]**

This will show a list of the files on the disk. There should be a file named **AQIAIM.REC**

5. The file on the disk must be renamed because the disk file is the same name as the one on the computer.

Type **RENAME A:AQI\*. \* ADD\*. \*** and Press **[ENTER]**

This renames the disk files to **ADDAIM.REC**.

6. Type **DIR A:** and Press **[ENTER]**

This will show a list of the files on the disk again, be sure that the files now appears as **ADDAIM.REC**.

7. Type **COPY A:\*. \*,** and Press **[ENTER]**

This copies the renamed file into the Epi Info directory.

If an older **ADDAIM.REC** file exists from a previous merge, the computer may prompt you to overwrite it. Press **[Y]**(yes) to overwrite.

### Begin Merge Process

8. Enter into Epi Info's main screen.
9. Press **[P]** (to list Program menu).
10. Arrow down (↓) and highlight MERGE files, and Press **[ENTER]**

Main merge screen appears with cursor in File 1 box.

11. Type **ADDAIM.REC**

(As you type, the default text in File 1 box disappears.)

12. Press **[ENTER]**

The cursor moves to File 2 box.

13. Type **AQIAIM.REC**



Use **AQIAIM.REC** for merging **the first** “other” location file with the main file.  
Use the **SUMAIM.REC** file at this step if merging **any other** additional location files to form one main file.

**14.** Press [**ENTER**]

The cursor moves to Output file box.

**15.** Type **SUMAIM.REC**

**16.** Press [**ENTER**]

The cursor moves to Merge Options box and highlights ( ).

**17.** Press [**ENTER**]

OK box is highlighted.

**18.** Press [**ENTER**]

Screen changes:

If Older **SUMAIM.REC** file exists, an information box will appear stating this. The word “Yes “is already highlighted.

Press [**ENTER**] to overwrite older file and continue merging.

If Error box appears stating files are not similar or merge cannot take place,

Press [**ESC**] until you return to main Epi Info screen, and **call for assistance.**

If: Merge is successful, a completion bar scale may appear. This will change to a screen with an information box indicating the number of records merged and the files that were merged.

**19.** Press [**ENTER**] (to return to main merge screen).

If done, Press [**ESC**] to return to the main screen, OR

If you need to merge another location’s records file, then

Press [**F10**] to leave Epi Info software.

Return to C:\EPI6> prompt and go back to **page-3-14**, Step 4, under “Prepare For The Merge Process.” **Be sure to use SUMAIM.REC file in Step 14 if merging more than one location file at one time.**



## Summary of Merge Process

Copy the results to a blank disk to send out:

- ◆ SUMAIM.REC contains both original records and records from another location that was on the disk.
- ◆ **Be sure to make a separate disk backup copy of this file to keep at your location.**

## Copy Files To a Disk

Leave Epi Info, after inserting a properly labeled blank disk into drive a:.

Go to the C:\EPI6> prompt,

Type **COPY SUM\*.REC A:**. This copies the file to the disk.



# Air Passenger Baggage

## *Data Analysis*

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### Survey Results and How To Use Them

AQIM activities have been put into place to develop baseline data to help answer two basic questions:

1. What is the threat of agricultural pests approaching work locations?
2. How effective is the AQI program at managing this threat?

Preliminary results for air passenger surveys provide a general answer for Question 1. That is, there are varying rates at which prohibited agricultural materials approach work locations. These prohibited agricultural materials are what could have agricultural pests. Surveys show that at some work locations about 2 percent of the passengers carried prohibited items in the past year. At other work locations, surveys show that passengers are carrying prohibited items at a higher rate, sometimes near 10 percent.

These percentages are a rough approximation of agricultural pest threat. Further analysis of the monitoring data is needed to determine the risk associated with the prohibited items approaching the work location. The origin and destination of the prohibited items are important to determine risk levels. Also, whether or not the prohibited item carries an actual agricultural pest is analyzing risk.

Analyses of the monitoring data need to occur at several levels of PPQ. At the work locations, PPQ personnel need to study what the data means and answer the first question for their specific location. Analysis tools are available to help with these analyses, which are explained in the next subsection. At the same time, PPQ holds risk analysis workshops around the country to introduce risk analysis concepts. At some work locations, teams of PPQ officers and managers form Risk Management Teams to look at monitoring data and other data, which are normally collected at the location.

At other locations, analyses of monitoring data occur to establish rates at which quarantine items and agricultural pests are approaching the borders of States, areas of the country, and the United States.

Once baseline rates are well established, PPQ can use the monitoring data as a baseline to answer the second basic question: How effective is the AQI program at managing the risk of introduction of agricultural pests and diseases? Again, each work location must conduct this type of analysis. AQIM provides a framework which work locations can use to carry out the analysis.

---

## Analysis Tools

There are two tools available for analyzing AQI monitoring data. One is the ANALYSIS program in Epi Info. The other tool is the Short-term Reporting Tool (SRT) accessed using Netscape.

Using the SRT you can look at data entered for your work location, as well as data for other work locations within a State, a Region, or across the nation. Also, using the SRT you can look at WADS data to use with AQI monitoring data. Refer to [Appendix J - Internet](#) for guidelines on how to use the SRT.

Using the ANALYSIS program in Epi Info you can look at data entered specifically for your work location. While in Epi Info ANALYSIS, you can select a data analysis program file (\*.PGM) that automatically runs a series of Epi Info commands. The program will produce various listings, tables, analysis commands, and explanatory text from data files for a designated pathway. Follow the guidelines on how to load and run data analysis program files beginning on [page-3-23](#).

The data analysis \*.PGM file saves the analysis output to a file for viewing and/or printing. The file contains basic information that answer some of the questions to guide data analysis that follow. For questions not answered by running an automatic program, you will need to key in and run various analysis commands. Follow the Epi Info User Guide for Data Analysis–Air Passenger beginning on [page-3-27](#) to help you with the analysis commands.

---

## Questions to Guide Data Analysis

1. How many declarations were selected for sampling during the survey period?

How many declarations sampled required an action (seizure or other action required as a condition of entry) during the survey period?

What is the action approach rate of declarations requiring action (number of declarations, with one or more items categorized as seized or clean/treatment, divided by the total number of declarations sampled)?

How many passengers were represented by all declarations sampled?

How many seizures (QMIs) came from the samples?

What is the QMI approach rate of passengers with prohibited agricultural material (total number of QMIs divided by total passengers sampled during the survey period)?

2. How many pest interceptions (actionable pests) were made from survey samples?

Pest Approach Rate: What is the rate of pest interceptions in relation to number of passengers (number of actionable pests divided by number of passengers in the sample)?

3. How many QMIs were plant material? Meat or animal products?

What is the rate of QMIs for plant material and meat/animal products?

#### **DISCUSSION:**

Is there a greater risk from plant material or animal products at the work location?

4. Generate a list of all the origins of passengers transiting the work location. Produced a list of origins of passengers **with QMIs** transiting the work location?

#### **DISCUSSION:**

Which countries of origin have a higher rate of QMIs than passengers? Have these countries always been recognized as high risk countries at the work location? (Example: 10 percent of all passengers surveyed were from Italy. Passengers from Italy were responsible for 20 percent of the QMIs seized. Passengers from Italy carried double the amount of QMIs expected as based on the volume of passengers from that country.)

5. Generate a list of the destinations of passengers transiting the work location. What are the top five destinations of passengers? What are the top five destinations of passengers **with QMIs**?

**DISCUSSION:**

Which States are considered high risk States?

6. What is the action approach rate for each month of the survey period?

**DISCUSSION:**

Do these monthly rates correlate with traditional peak and off-peak travel times?

Are there easily identified trends when the rate of QMIs transiting the work location are higher?

Are there seasonal trends or do higher rates correlate with national or religious holidays, beginning or end of the school year, vacation periods, etc.?

7. Generate a listing and frequency of items seized. What are the top five most frequently seized items? Which QMI items present the greater risk?
8. Generate a list of flights.

Which flights were most likely carrying passengers with QMIs (top five flights)? Where were seized items found--hand carried bags or checked luggage? Did the passenger declare all prohibited items? Was the passenger traveling alone, as a couple, or family? What was the reason for travel--business, vacation, visit family, tour group, school? What is the passenger's citizenship and residency?

**DISCUSSION:**

What selectivity factors are currently used to identify passengers likely to carry prohibited agricultural items? How do these factors compare with survey results?

What additional selectivity factors would be useful to identify passengers carrying prohibited items?

What percentage of resources are dedicated to staffing AQI activities for air passenger at the work location?

What is the relative risk of air passenger compared with other pathways in the work location?

Should resources be reallocated among all the pathways in the work location to better address the relative risk of the pathways?

9. Apply the survey results to the total passenger population to estimate the number of QMIs and interceptions likely to transit the work location during the survey period.

How many (total) passengers/crew arrived at the airport during the survey period? Using WADS data and using the QMI approach rate and rate of pest interceptions on QMIs, calculate estimates of the number of QMIs and actionable pests transiting the work location.

### **DISCUSSION:**

How does the estimated number of QMIs compare with the reported number of QMIs on WADS?

What percentage of all QMIs transiting the work location were seized as a result of the AQI program?

How does the estimated number of actionable pest interceptions compare with the reported number of actionable pests on WADS?

What percentage of all actionable pests transiting the work location were intercepted as a result of the AQI program?

---

## **How to Load and Run Data Analysis Program Files**

Data analysis program files are meant to provide only listings, tables, and explanatory text about the monitoring data gathered at work locations. The program files are not intended to be used as final analysis tools. The outputs from these program files should raise further questions and discussion by local personnel and risk management committees.



Each year the AQIM National Team reviews, discusses, and decides about suggested improvements (additions, removals, changes) to the baseline data fields based on analysis and operational needs. A summary of the changes made during previous fiscal years to data fields for the air passenger pathway begin on [page-3-31](#) under Air Passenger Baggage Epi Data Translation. Use the summary to identify data field changes that may impact the results of an analysis report run for a particular year.

Data analysis program files automatically run a series of Epi Info analysis commands. Use the following guidelines to load and run data analysis program files.

1. Determine which data analysis program file (\*.PGM) you will load and run in Epi Info.

In Epi Info, ANALYSIS, there is a data analysis program file for each fiscal year of data gathered. Look at the table below to identify the file to load and run depending on which fiscal year's data you are analyzing:

If you want to analyze data for:	Then load and run the following Epi Info ANALYSIS data analysis program file (*.PGM):
FY 1997	AIR97.PGM
FY 1998	AIR98.PGM
FY 1999	AIR99.PGM
FY 2000	AIR2000.PGM
FY 2001	AIR2001.PGM
FY 2002	AIR2002.PGM
FY 2003	AIR2003.PGM

2. Get ready to run a data analysis program file.
  - A. Press **[CAPS LOCK]** (to ensure typing capital letters).
  - B. Be sure to start at C:\ prompt. Epi Info is a DOS program.
  - C. Change to the Epi Info directory. Type **CD EPI6**, then Press **[ENTER]**
  - D. Start Epi Info program. Type **EPI6**, then Press **[ENTER]**
  - E. Wait several seconds, the Main Menu will appear with the word Program highlighted.
  - F. Press **[P]** (to list Program menu).
  - G. Press **[A]** (to choose ANALYSIS from Program menu).
  - H. Look at the table below to determine your next action:

If you are running:	Then:
A data program analysis file using Epi Info, ANALYSIS	CONTINUE to Step 3
Further analysis commands using Epi Info	GO to the <a href="#">Epi Info User Guide for Data Analysis–Air Passenger Baggage</a> beginning on <a href="#">page-3-27</a>

3. Run the selected data analysis program file (\*.PGM) from Step 1.

You should be at the Epi Info ANALYSIS screen. If not, review Step 2.





To leave the analysis mode at any time, Press [F10]

- A.** .At the EPI6 command prompt, Type **RUN FILENAME**, where FILENAME is the \*.PGM file you selected in Step 1. For example, if you are analyzing data gathered in Fiscal Year 2000, then you would enter at the command prompt, **RUN AIR2000.PGM**. Then,

Press [**ENTER**]

If you:	Then:
See the following prompt at the bottom of the screen: "Press enter key to pick the records file you want to analyze"	1. Press [ENTER]. A window appears with a listing of *.REC files. 2. GO to <b>Step B.</b>
Do not see the prompt stated in the cell above	DO the following 3 steps

- i. Type [**RUN**], then Press [**ENTER**]. A window appears with a list of \*.PGM files.
- ii. Using the Up (↑) and Down (↓) arrow keys, search and highlight the program file name you want to run (for example, AIR2000.PGM), then

Press [**ENTER**]



If you cannot locate the file name you are looking for, then contact your local AQIM coordinator. If they are not available, then contact the National AQIM Coordinator.

- iii. When the following prompt appears at the bottom of the screen: "Press enter key to pick the records file you want to analyze,"

Press [**ENTER**]. A window appears with a listing of \*.REC files.

Go to **Step B.**

- B.** Using the Up (↑) and Down (↓) arrow keys, highlight the records file for the desired fiscal year.



The program file (\*.PGM) must match the records file (\*.REC). When you are sure,

Press [**ENTER**]

- C.** You are prompted for a file name where the program will save the output. (An example is given on the screen using a three-letter port code and the date.)

Type **FILENAME**, where FILENAME is the file name you have created to save the program output. Then,

Press [**ENTER**]

- D.** You are prompted to enter the date that is **one day prior to** the date you want the program analysis to start. (The analysis program analyzes records between two given dates, but does not include the given dates. Therefore, you must enter the dates of the days just before and after the dates you want included in the analysis.)

---

EXAMPLE: To analyze Fiscal Year 2000 data, you would enter 09/30/1999 (one day before the beginning of Fiscal Year 2000).

---

Type the start date following the format (MM/DD/YYYY), where it is one day before the date you want the program analysis to start, then Press [**ENTER**].

- E.** You are prompted to enter the date that is **one day after** the date you want the program analysis to end.

Type the end date following the format (MM/DD/YYYY), where it is **one day after** the date you want the program analysis to end, then Press [**ENTER**].

- 4.** The program will begin analyzing. You will see the program's output scroll quickly on the screen. It is being saved to the file name you specified in Step 3.C.
- 5.** The program is finished when the cursor returns to the EPI6> prompt. At this time, you may want to do any of the following:

**TABLE 3-12:**

If you want to:	Then:
View or print the program output file	1. Press [ <b>F10</b> ] to exit Epi Info  2. Use a word processing program, such as WordPro to view and/or print the file. NOTE: The file usually is in the C:\EPI6 directory saved in an ASCII (DOS) text file format.
Run a data analysis program file for another fiscal year's data.	Return to Step 1 at the beginning of this subsection to decide which program file to run
Continue with further analysis commands using the Epi Info User Guide for Data Analysis	Go to the <a href="#">Epi Info User Guide For Data Entry–Air Passenger Baggage</a> beginning on <a href="#">page-3-5</a>
Exit Epi Info, ANALYSIS	Press [ <b>F10</b> ]
Exit Epi Info	Press [ <b>F10</b> ] twice

## Epi Info User Guide for Data Analysis–Air Passenger Baggage

When first running analysis commands in Epi Info, thoroughly read the user guide to become familiar with basic analysis procedures to use with the monitoring data at your work site.

### Get Ready

1. You should be at the Epi Info, ANALYSIS screen. If not, refer to Step 2, [Get ready to run a data analysis program file.](#) under How to Load and Run Data Analysis Program Files on [page-3-24](#).
2. Press [**F2**] (to list Commands menu).
3. Use the arrow key to move the cursor to the READ command.
4. Press [**ENTER**] **twice** (to get a list of .REC files that can be analyzed).
5. Use arrow keys to move cursor to highlight **AQIAIM.REC**.
6. Press [**ENTER**] (to bring the \*.REC file you have chosen into the analysis screen).
7. Press [**F4**] (to browse the data records in the file).
8. Use the arrow keys to look over the data to make sure it has been entered properly during the past month. (In subsequent months, you will want to browse through the entire file to see that all months of data have been properly entered, repeated fields such as work unit are consistently the same).

To view only one individual record, press **[F4]** again to see the entire record as it was originally entered. If it is necessary to make changes to the record, **note the Epi Info record number in the lower right corner of the screen.**

If you want to edit, correct or change this record, go to “**Edit Records**,” beginning on [page-3-31](#).

### Analyze Records

9. Press: **[F10]** (to return to the main analysis screen).
10. Press: **[F2]** (to see a list of analysis commands).
11. Use the arrow keys to move the cursor to **FREQ** (frequency), and Press **[ENTER]**.
12. Press: **[F3]** (to see a list of data variables). To better understand the data variables, refer to [page-3-31](#) for a list of data variable translations for the current FY and a summary of changes to data fields from previous FYs.
13. Use arrow keys to highlight the data variable you wish to know the frequency of.

Press **[ENTER]** **twice** and you will get a frequency table

---

EXAMPLE: .If you want to know how many times a sample was taken on a certain date, you can choose the **DATE** variable and Press **[ENTER]** **twice**. You will get a table showing the number of records entered into the database on each date of the survey.

---

14. Explore the database by doing **FREQ** commands for as many data variables as is logical. By doing this you will begin to understand the survey data and see some patterns in the data.

For each variable, use the **F2** and **F3** keys to choose the **FREQ** command and variable of interest, or type the word **FREQ** and the data variable names directly at the Analysis prompt.

15. To explore graphic commands: (The **PIE** command is one of several graphics commands which allow you to analyze the variables with graphs. This may make it easier to see patterns in the data and to understand the survey results.)

Press **[F2]** again and choose the **PIE** command with the cursor.  
Press **[ENTER]**

Press **[F3]** and select a data variable of interest from your data exploration in the **FREQ** analysis (Steps 10-14).

Press **[ENTER]** **twice** and you will see a pie chart on your screen which might help you understand a pattern in the data.

For example, if you have chosen the DATE variable for a pie graph, then you may see that a larger percentage of samples were taken on different days, which may cause you to question the sampling procedures.

See [Appendix H](#) for procedures on printing graphics while in Epi Info.

To leave the graph screen and return to the main screen, Press **[ESC]**

#### **16.** Further FREQ exploring.

To see the total number of samples that were of agriculture interest (from all random inspections), Press **[F2]** to list commands.

Highlight FREQ and Press **[ENTER]**

Press **[F3]** to list data variables. Highlight ITEMAGRINT. Press **[ENTER]**

The analysis command line should appear: EPI6>FREQ  
ITEMAGRINT.

Press **[ENTER]** The output screen should display a table listing the number of samples that were of agriculture interest. The table also lists a percentage of records that were of agriculture interest.

#### **17.** More FREQ exploring: To see the different ACTION types (Seized, Cln/trmt, IR).

Press **[F2]** to list commands. Highlight FREQ. Press **[ENTER]**. You will next “tag” more than one data variable to move these variables to the analysis command line.

Press **[F3]** to list data variables. Highlight ACTION and “tag” this variable by pressing **[SHIFT]** and **[+]**. A small arrow will appear next to ACTION.

Next, highlight the variable ACTION01 and “tag” it. Do the same for ACTION02 and ACTION03.

The analysis command line should appear: EPI6>FREQ ACTION  
ACTION01 ACTION02 ACTION03.

Press [**ENTER**]. The output screen should display counts of SEIZED, CLN/TRMT, I&R for each of the category data lines for all records. Adding up the SEIZED, CLN/TRMT, I&R counts will provide a category breakdown of the agricultural items seized, or clean and treated, or inspected and released during random sample inspections.

18. Further exploration. Two other commands (F2 TABLE, F2 SELECT) are very useful to explore the survey data and to begin answering questions you may have after using the FREQ and PIE commands.

For example, you may want to know what airlines are carrying the most prohibited items.

Press [**F2**]. Move the cursor to SELECT. Press [**ENTER**].

Press [**F3**]. Move cursor to ACTION.

Press [**ENTER**] once. Type = “**SEIZED.**”

The command line will then look like this: EPI6>SELECT  
ACTION= “SEIZED”

Press [**ENTER**].

When you run new analysis commands, the analysis will only look at a subset of records in which the category SEIZED is listed (prohibited) for an item found in the sample inspection. If you want to get back to the entire set of records (records with and without prohibited items), Type [**F3**]. Move the cursor to SELECT. Press [**ENTER**].



**Important**

This analysis will only list the records that have SEIZED on the first category line of the data entry form. Other SEIZED items can be listed on the second, third, or fourth line of the data record. To work with these subsets, you first clear the select process (type SELECT, then Press [**ENTER**]), then repeat the above SELECT phrase using ACTION01, then repeat using ACTION02, then ACTION03.

19. To continue working with the subset of records established in Step 18:

Press [**F2**]. Move the cursor to FREQ. Press [**ENTER**].

Press [**F3**]. Choose AIRLINE. Press [**ENTER**] **twice**. You will get a table that lists the frequency of prohibited items for each airline.

Do a PIE FLIGHTNUM analysis command to get a graphic picture of which flights are carrying the most prohibited items.

Use this type of analysis to start seeing if your high risk flights match the survey data. This can either confirm or call into question your ideas about high risk and low risk flights.

- 20.** Type in the command line: TABLES FLIGHTNUM PASSDESTIN. (Or use the F2 and F3 keys to select the TABLES command and the two variables.)

Press **[ENTER]**. You will get a table which shows the frequency that passengers carrying prohibited items on a flight are destined for various States in the United States.

This analysis can be used to further understand the risk of certain flights. For example, if one flight has a lot of passengers carrying prohibited items and destined for Florida, this would be important information.

- 21.** Type **SELECT** (or choose SELECT from the F2 commands menu) to work with all the records.

### Edit Records

- E1.** Press **[F10]** twice (to get back to the main EPI6 program menu).
- E2.** Press **[P]** (to list Program menu).
- E3.** Press **[N]** (to get to the Edit menu).
- E4.** Press **[F9]** (to list .REC files).
- E5.** Use arrow keys to highlight appropriate .REC file, and

Press **[ENTER]** **four times** to get to the data entry screen for this file.

- E6.** Press **[CONTROL]** and **[F]** keys at the same time (to find the record which needs editing).
- E7.** Press **[F2]** and then, **type the Epi Info number** of the record you need to edit.
- E8.** Press **[ENTER]** (to get to the record you need to edit).
- E9.** Make corrections to the record, using the Up (↑) and Down (↓) arrow keys to move from field to field.

When finished editing, Press **[F10]** and answer **YES** to the question (at the bottom of the screen) that asks to write the edited record to the data file.

Return to [page-3-27](#) under “Get Ready.”

## Air Passenger Baggage Epi Data Translation

**TABLE 3-13: Core Data Fields for the Current Fiscal Year**

VARIABLE NAME	SCREEN NAME
WORKUNIT	Work Unit:
WUCODE	WU Code:
RECNUM	Rec Num: (Permanent record number)
TERMINAL	Terminal:
DAYWEEK	Day of Week:
DATE	Date:
AIRLINE	A) Airline: (two letter airline abbreviation)
FLIGHTNUM	B) Flight Num (number of flight):
ARRIVCITY	C) Arriving From City
TIME	D) Time (24 Hour):
PAXORIGIN	E) Pax Origin
ORIGINCODE	Origin Code:
REGCODE	Reg Code
CITYDESTIN	F) City Destination:
STATEDESTI	State Destination:
NUMPAX	G) Num Pax:
PAXTRIPS	H) Pax Trips:
USCITIZEN	I) U.S. Citizen:
USRESIDENT	J) U.S. Resident:
REASONTRAV	L) Reason Trav:
QUESCUSDEC	K) Ag Ques-Customs Dec:
<b>First Item Information:</b>	
ITEM	Item:
ICODE	ICode: (Item Code Number)
QMITYPE	QMITYpe: (QMI type of item: A(Animal), P(Plant), N(None)
ITMAMNT	ItmAmnt: (Item Amount)
U	U: (Unit of measure used for amount)
DECLARED	Declared: (Did passenger declare item, written or orally)
ACTION	Action: (Either seized, cIn/trmt, or I&R)
TYPEFOUN	Type Found In: (type of luggage item was found in)
HCCKD	HC/CKD: (item in hand carry or check luggage)
PESTPRES	Pest Present:
CONTAMINAN	Contaminant: (Is contaminant present)
PESTNUM	Pest Intercep.Num: (Pest interception number)
PESTID	Pest ID/Contaminant:
CONTINUE	Continue:



**TABLE 3-13: Core Data Fields for the Current Fiscal Year**

VARIABLE NAME	SCREEN NAME
<b>Second Item Information:</b>	
ITEM01	Item:
ICODE01	Icode: (Item Code Number)
QMITYPE01	QMITYpe: (QMI type of item: A(Animal), P(Plant), N(None))
ITMAMNT01	ItmAmnt: (Item Amount)
U01	U: (Unit of measure used for amount)
DECLARED01	Declared: (Did passenger declare item, written or orally)
ACTION01	Action: (Either seized, cln/trmt, or I&R)
TYPEFOUN01	Type Found In: (type of luggage item was found in)
HCKKD01	HC/CKD: (item in hand carry or check luggage)
PESTPRES01	Pest Present:
CONTAMIN01	Contaminant: (Is contaminant present)
PESTNUM01	Pest Intercep. Num: (Pest interception number)
PESTID01	Pest ID/Contaminant:
CONTINUE01	Continue:
<b>Third Item Information:</b>	
ITEM02	Item:
ICODE02	Icode: (Item Code Number)
QMITYPE02	QMITYpe: (QMI type of item: A(Animal), P(Plant), N(None))
ITMAMNT02	ItmAmnt: (Item Amount)
U02	U: (Unit of measure used for amount)
DECLARED02	Declared: (Did passenger declare item, written or orally)
ACTION02	Action: (Either seized, cln/trmt, or I&R)
TYPEFOUN02	Type found in (type of luggage item was found in)
HCKKD02	HC/CKD: (item found in hand carry or check luggage)
PESTPRES02	Pest Present:
CONTAMIN02	Contaminant: (Is contaminant present)
PESTNUM02	Pest Intercep. Num: (Pest interception number)
PESTID02	Pest ID/Contaminant:
CONTINUE02	Continue:
<b>Fourth Item Information:</b>	
ITEM03	Item:
ICODE03	Icode: (Item Code Number)
QMITYPE03	QMITYpe: (QMI type of item: A(Animal), P(Plant), N(None))
ITMAMNT03	ItmAmnt: (Item Amount)
U03	U: (Unit of measure used for amount)
DECLARED03	Declared: (Did passenger declare item, written or orally)
ACTION03	Action: (Either seized, cln/trmt, or I&R)

**TABLE 3-13: Core Data Fields for the Current Fiscal Year**

VARIABLE NAME	SCREEN NAME
TYPEFOUND03	Type found in: (type of luggage item was found in)
HCCKD03	HC/CKD: (item in hand carry or check luggage)
PESTPRES03	Pest Present:
CONTAMIN03	Contaminant: (Is contaminant present)
PESTNUM03	Pest Intercep. Num: (Pest interception number)
PESTID03	Pest ID/Contaminant:
MO	MO:
ANACTREQ	ANACTREQ: (An action required)
SEIZED	TOTAL SEIZED: (QMIs seized)

**TABLE 3-14: Summary of Data Field Changes Made During Previous Fiscal Years**

<b>For Fiscal Year:</b>	<b>The following additions, changes, and removals were made to the data fields:</b>
2001	<p>Additions:</p> <p>ARRIVCITY=Arriving From City</p> <p>REGCODE=RegCode</p> <p>WOLDREG=World Region</p> <p>PAXTRIPS=Pax Trips</p> <p>Changes:</p> <p>NUMPAX used to be NUMBERPAX</p> <p>GOFARMRAN used to be GOVISWORK</p> <p>PESTPRES used to be INFESTED</p> <p>PESTPRES01 used to be INFESTED01</p> <p>PESTPRES02 used to be INFESTED02</p> <p>PESTPRES03 used to be INFESTED03</p>
1999	<p>Additions:</p> <p>ANACTREQ=ANACTREQ</p> <p>SEIZED=Total Seized</p> <p>Removals:</p> <p>GENDER=Gender</p> <p>AGE=Age</p> <p>LUGGAGE=Luggage</p>
2003	<p>Additions:</p> <p>DAYWEEK=Day of week</p> <p>CITYDESTIN=City destination</p> <p>STATEDEdsti=State destination</p> <p>BEENONFARM=Benn on a farm</p> <p>CIVPENALITY=Civil penalty issued:</p> <p>FFH-FFH03-FFH-FFH03</p> <p>WORLDREG-Worldregion</p> <p>Changes:</p> <p>ARRVARPORT=ARRIVECITY</p> <p>CUSDEC=QUESCUSDEC</p>

